**DESCRIPTION OF ASSIGNMENT:**

Create a welcome packet of resources and useful information to give parents either the first day of school or on open house night.

**PURPOSE OF ASSIGNMENT:**

Through completion of this assignment you should develop packets of information to encourage and welcome parent involvement in the classroom, inform parents of classroom procedures, and initiate an on-going parent-teacher relationship. You will also gain practice in preparing materials to use in your future classroom.

**PROCESS:**

Below are specific components you are to cover:

* Welcome Letter
  + Your contact information
  + School and/or class website
* Schedules
* Grading Policies
* Progress Reporting
* Behavior Plan
  + Rules
  + Rewards
  + Consequences
* Field Trips
* Parties and Birthdays
* Forms to Return
  + Parent’s Note
    - Page for student information in the form of a letter to the teacher includes
    - Child’s name
    - Goals (academic and social)
    - Special interests, talents, needs, etc…
    - Additional comments
    - Parent contact information
  + Electronic Use Agreement
  + Photo Agreement
  + Parent Volunteer Lists

**RESOURCES:**

Classroom notes and discussions

**LOGISTICS:**

Due date: TBA

Percentage of course grade and points possible: 20% of total course grade

Format/Citations: APA; all documents word processed and professional